

CATALOG CHECKLIST

In order to assist the Division staff in ensuring that the school's catalog meets the Minimum Standards required in §C.R.S. 12-59-106, please complete, sign and return this Checklist along with the school's Catalog submittal.

Page No. School Name _____

- ____ 1. Name and physical address of the school
- ____ 2. Catalog volume number _____ and date of publication _____
- ____ 3. Out-of-state school statement: "Agents licensed by the Colorado Department of Higher Education, Private Occupational **School Board.**"
- ____ 4. Table of contents with applicable page nos.
- ____ 5. Names of owners and officials, including any governing boards
- ____ 6. School calendar: ____ holidays; ____ enrollment periods; ____ beginning & ending dates of term; ____ courses or programs
- ____ 7. Entrance requirements
- ____ 8. Enrollment procedures; ____ including late enrollments if permitted
- ____ 9. Description of placement assistance **OR** disclosure of no placement assistance
- ____ 10. Attendance policy: ____ requirements; ____ unsatisfactory attendance; ____ re-admittance; ____ probation policy; ____ leaves of absence; ____ fees due to absence; ____ minimum assignments required for correspondence courses (if applicable)
- ____ 11. Progress policy: ____ measurement and evaluation; ____ grading system; ____ unsatisfactory progress; ____ probation; ____ leaves of absence; ____ dismissal; ____ re-admittance; ____ probation policy
- ____ 12. System of reporting grades to students
- ____ 13. Conduct policy (dismissal, re-admission, etc.)
- ____ 14. Description of facilities, equipment and teaching aides exclusive of basic supplies
- ____ 15. Description of each approved educational program: ____ objectives; ____ tuitions; ____ fees; ____ length; ____ number of lessons or units of instruction [type of instruction, i.e. correspondence, on-line, classroom]; and, (if applicable) ____ additional costs to the student for make-up hours required for completion of program; and ____ designation of credit hours as semester or quarter
- ____ 16. Credit for **previous** training, education, or experience **OR** disclosure of no previous credits accepted
- ____ 17. A statement that the "*school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.*"
- ____ 18. Refund Policy
- ____ a. Provides a full refund if student is not accepted by the school
- ____ b. Provides 3-day cancellation right except when student has started training
- ____ c. Identifies penalty fee after 3-day cancellation right and prior to beginning of program
- ____ d. Identifies basis for refund (**time-based for residential training OR lesson-based for distance education**)
- ____ e. Refund formula including cancellation charge is consistent with statute
- ____ f. Provides refund within 30-days of termination
- ____ g. Identifies method of determining the official date of termination
- ____ h. Provides a full refund if education service is discontinued by the school, except if the school ceases operation
- ____ i. Statement that the policy for the granting of credit for previous training shall not impact the refund policy
- ____ j. Policy is easily understood and clearly visible to applicant

A student terminating training...	Is entitled to a refund of:
Within first 10% of program (Lessons 1 -- ____)	90% less cancellation charge
After 10% but within first 25% of program (Lessons ____ - ____)	75% less cancellation charge
After 25% but within first 50% of program (Lessons ____ - ____)	50% less cancellation charge
After 50% but within first 75% of program (Lessons ____ - ____)	25% less cancellation charge
After 75% (Lesson ____) [if paid in full, cancellation charge is not applicable]	NO Refund

- ____ 19. School's "Student Grievance Procedure" clearly identified
- ____ 20. A statement informing students that complaints may be filed: ____ **online** with the Division of Private Occupational Schools and ____ there is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints. **Include** the Division's website address: higher.colorado.gov/dpos and ____ phone number: 303-862-3001.
- ____ 21. The school's policy regarding postponement of starting date and the effect on student's right to a refund to read exactly as required by Rule III(H)(1)(v)(3). Please refer to the "Sample Catalog".
- ____ 22. Proper identification of catalog addenda, if applicable
- ____ 23. Disclose that apprenticeship councils do not accept training from trade schools for advanced placement if program is in the apprenticeship area, if applicable

(Signed)

(Title)